

San Francisco Public Library Commission Policy Manual

Official Minutes Policy

Policy #103

Section: Commission Operations

Adopted: Sept. '97

It is the policy of the Library Commission in accordance with the Ralph M. Brown Act (Government Code Section 6250 et seq.), The Charter of the City and County of San Francisco (Section 4.100), the San Francisco Sunshine Ordinance (San Francisco Administrative Code Sections 67 et seq.), and the Bylaws of the Library Commission (Article VII) that minutes of its meetings shall state:

- 1. The time the meeting was called to order;**
- 2. The names of the members attending the meeting;**
- 3. The roll call vote on each matter considered at the meeting;**
- 4. The time the Commission began and ended any closed session;**
- 5. A list of those members of the public who spoke on each matter, (if the speaker chose to identify themselves) and whether such speakers supported or opposed the issue;**
- 6. The time the meeting was adjourned.**

With the approval of the Commission, brief descriptions of information, suggestions for new business items for the Commission, or questions raised by a member of the public during the public comment portion of any agenda item or during the Public Comment agenda item itself may be included in the minutes.

Minutes of a meeting shall be approved, whenever practicable, at the next regular meeting of the body.